

## USE OF COURTHOUSE FACILITIES FOR UNOFFICIAL FUNCTIONS

Except as otherwise ordered by the Court, requests for use of any District courthouse facility for an unofficial function shall be in writing on the court-approved form and sent to the attention of the Court Executive at least 60 days in advance of the function. Request forms are available on the Court's website ([www.mow.uscourts.gov](http://www.mow.uscourts.gov)), and each request shall include, as a minimum, the following:

- a. Name and address of the requesting organization;
- b. Name, address and phone number of the person responsible for the function and who can be contacted concerning the event;
- c. Date, time and general description of the function;
- d. A description of the areas of the courthouse desired to be used for the function;
- e. The estimated number of individuals who will be participating, including a statement indicating if any participants will be under 21 years of age; and
- f. A description of any food or beverages to be served and whether a caterer or other vendor will be used.

Upon receipt of a request, the Court Executive will seek preliminary approval from the Chief Judge for the event. Final approval will then be contingent on the requester's compliance with all of the terms and conditions of this policy. If the request includes use of a courtroom, the Court Executive will also seek preliminary approval from the judge assigned to that courtroom.

The use of the District's courthouses for unofficial functions shall be limited to trial and moot court competitions and meetings, receptions and programs sponsored by law-related organizations, including but not limited to bench and bar organizations and law schools. This policy shall not apply to events co-sponsored by the Court. If an event will occur outside the normal operating hours for any courthouse, the estimated additional cost of utilities, janitorial services and security services directly related to the function shall be calculated by the Court Executive after consultation with the U.S. Marshal and General Services Administration, if applicable. A security deposit of twice the estimated additional cost to the Court shall be deposited with the Court Executive ten (10) days prior the date of the requested event. Deposited funds shall be used to cover the actual additional cost to the Court arising from the event as well as the cost to clean or repair any damages to the courthouse.

Any unused portion of the security deposit will be refunded to the requester following the event. However, the requester shall also be responsible for any costs, expenses or damages incurred in excess of the security deposit and shall present payment immediately upon receiving notice of such overage from the Court.

Either the Court or the Chief Judge may exempt a requesting organization from paying all or part of the security deposit or may direct the requester to pay the additional security costs directly to the vendor who provides Court Security Officers (CSOs). If an exemption is granted, the Court

or Chief Judge shall determine how additional costs incurred, if any, will be paid.

The use of the Courthouse facilities for unofficial functions shall be properly staffed by CSOs and with proper security procedures in effect as determined by the U.S. Marshal. After-hours security or CSO coverage shall be as follows:

- (1) an entry security screening post;
- (2) a control room post (to monitor the alarms and surveillance-camera feeds);
- (3) patrolling within the facility during the event; and
- (4) a lead CSO, who coordinates the coverage.

The Marshall or his/her designee shall determine how best to staff the duties above depending on the nature of the event and the number of attendee, but a minimum of two CSOs shall be present at all approved, after-hours events covered by this policy.

Food and drink will only be allowed in areas designated by the Court at the time of approval and will be strictly limited to the approved areas.